

READ INSTRUCTIONS ON BACK OF LAST PAGE BEFORE COMPLETING

TRANSCRIPT ORDER

District Court _____

District Court Docket Number _____

Short Case Title _____

Date Notice of Appeal Filed by Clerk of District Court _____

COA# _____

PART I. (TO BE COMPLETED BY PARTY ORDERING TRANSCRIPT, THE FORM MUST BE SIGNED WHETHER OR NOT TRANSCRIPT IS ORDERED).

A. Complete one of the following:

- ☐ No hearings
☐ Transcript is unnecessary for appeal purposes
☐ Transcript is already on file in District Court Clerk's Office
☐ This is to order a transcript of the following proceedings: (specify exact dates of proceedings)

JUDGE/MAGISTRATE _____

HEARING DATE(S) _____

COURT REPORTER _____

Pre-trial proceedings _____

Testimony (specify witnesses) _____

Other (specify) _____

TRANSCRIPT OF THE FOLLOWING PROCEEDINGS WILL BE PROVIDED ONLY IF SPECIALLY AUTHORIZED. SEE ITEM 13 CJA FORM 24

Voir Dire ☐ : Opening statement of plaintiff ☐ defendant ☐ :Closing argument of plaintiff ☐ defendant ☐ :Jury instructions ☐ :

**FAILURE TO SPECIFY IN ADEQUATE DETAIL THOSE PROCEEDINGS TO BE TRANSCRIBED,
 OR FAILURE TO MAKE PROMPT SATISFACTORY FINANCIAL ARRANGEMENTS FOR TRANSCRIPT,
 ARE GROUNDS FOR DISMISSAL OF THE APPEAL.**

B. This is to certify that satisfactory financial arrangements have been completed with the court reporter for payment of the cost of the transcript. The method of payment will be:

☐ Criminal Justice Act (Attach copy of CJA from 24)☐ Private funds

Date _____

Signature _____

Print Name _____

Counsel for _____

Address _____

Telephone _____

**ALLOWANCE BY THE COURT OF LEAVE TO PROCEED IN FORMA PAUPERIS IN A CIVIL APPEAL
 DOES NOT ENTITLE THE LITIGANT TO HAVE TRANSCRIPT AT GOVERNMENT EXPENSE.**

PART II.

COURT REPORTER ACKNOWLEDGEMENT (To be completed by the Court Reporter and forwarded to the Court of Appeals within 10 days after receipt).

Date transcript order received _____

Estimated completion date; if not within 45 days of date financial arrangements made, motion for extension to be made to Court of Appeals _____

Estimated number of pages _____

☐ Arrangements for payment were made on _____☐ Arrangements for payment have not been made pursuant to FRAP (10(b))

Date _____

Signature of Court Reporter _____

Telephone _____

PART III.

NOTIFICATION THAT TRANSCRIPT HAS BEEN FILED IN THE DISTRICT COURT (To be completed by court reporter on date of filing transcript in District Court and notification must be forwarded to Court of Appeals on the same date)

This is to certify that the transcript has been completed and filed with the District Court today.

Actual Number of Pages _____

Actual Number of Volumes _____

Date _____

Signature of Court Reporter _____